

August 19, 2015

The Board of Commissioners held its Regular Meeting on Wednesday, August 19th, 2015 in the Forand Manor Conference Room at 5:00pm for the following reasons:

- 1. Meeting Called to Order**
- 2. Roll Call**
- 3. Resident/Community Concerns or Comments**
- 4. Approval of Minutes of Previous Meeting of June 18th,2015**
- 5. Executive Summary**
 - Grant Funding Update**
 - Pest Control**
 - PHAS-High Performer**
 - Modernization and Funding Obligation Updates – CFP**
 - Upcoming Conferences - NAHRO/NERC/PHADA**
- 6. Consent Agenda – Department Reports**
 - Financial Management**
 - Housing Management**
 - Leased Housing**
- 7. Budget-Discussion**
- 8. Health Care-Discussion & Approval**
- 9. Discussion –Community Room Kitchen Use**

Executive Session: The Board may vote to meet in executive session pursuant to 42-46-5 (a)(2) of the General Laws of the state of Rhode

Island to discuss the following litigation pending in the Sixth Division District Court: Central Falls Housing Authority v. Norma Gano, 6CA-2015-05538; Central Falls Housing Authority v. Robert Brule, 6CA-2015-05537

10. Adjournment

The meeting was called to order at 5:15pm by Chairperson Flynn.

Upon a Roll Call, those “Present” and “Absent” were as follows:

Present

**Cornelius Flynn, Chairperson
Commissioner Paul Charette, Vice Chairman**

Absent

Lucia DeGamma, Therriault,

**Jackeline Parra, Commissioner
Gladys Burns, Commissioner**

Others in attendance

**Tina Sullivan, Executive Director
Dennis Constantineau, Wilfrid Manor Resident
Lin Collette-Forand Manor Tenant
Susan Levasseur, PH Manager**

Resident/Community Concerns or Comments:

There being no questions or public comment Chairman Flynn moved to the next item on the agenda.

Approval of Minutes: June 18th, 2015

Chairman Flynn asked if there were any questions or concerns regarding the regular meeting minutes of the previous meeting June 18th, 2015. There being no questions or concerns, a motion was made by Commissioner Parra to approve the meeting minutes, the motion was seconded by Vice Chairman Charette and carried by all present.

Executive Summary

Executive Director Sullivan provided the BOC with a monthly update of Grant Funding, Pest Control, Modernization & Funding, and all the upcoming conferences/trainings.

There is one reported infestation this month. Weekly inspections by A&D is ongoing.

Executive Director explained that HUD requires Community Service to be completed by all non-exempt tenants, and must be tracked, and

certified. CFHA has 17 residents that must comply with the HUD guideline, and we will begin tracking all 17 residents.

HUD Audit was completed, one finding was found in the Section 8 Payment Standards and a notation was made regarding credit card usage. Executive Director, Sullivan addressed both issues with corrective action, and a letter was sent to HUD addressing these issues

The CFHA is in the process of completing the ROSS (Resident Opportunity Self Sufficiency) Grant which due next month. Sokoloff Associates is assisting the Authority with writing this grant.

Modernization update, a physical needs assessment is required every 10 years per HUD guidelines. The CFHA is due this fiscal year.

Parking lot/curbing repairs is in need, and the building envelope project to include washing/painting and sealing of the building.

Executive Director Sullivan expressed what a great job staff has done and commends all for their hard work especially over the past few months.

Chairman Flynn asked if there were any comments or concerns regarding the Executive Summary. There being no questions or concerns Chairman Flynn asked for a motion to approve. Commissioner Burns made a motion to accept the Executive

Summary, seconded by Commissioner Parra and passed by all.

Consent Agenda

Executive Director Sullivan provided updated department reports which consisted of Financial Management, Housing Management, and Leased Housing. Executive Director Sullivan stated that all departments are running smoothly.

Executive Director Sullivan explained that during CFHA annual audit the Section 8 department was the only department that had a finding, and it was addressed immediately.

Chairman Flynn asked if there were any questions, comments or concerns regarding the Consent Agenda. There being no questions or concerns Chairman Flynn asked for a motion to approve, Commissioner Burns made a motion to accept and approve the consent agenda, seconded by Vice Chairman Charette and passed by all.

Budget-Discussion:

YTD all expenditures are on target with the budget, and states there

are no concerns at this time with the financials of the housing.

Executive Director had a discussion regarding the upcoming year fiscal budget. After much discussion Executive Director, Sullivan asked if there were any changes or concerns that the BOC would like to add or change with the budget. The Director mentioned a few new changes that she would like to see within the new fiscal budget. An increase in security for both manors, switch the part time receptionist to full time position, and also make adjustment to the budget line of the federal pension. The pension system is underfunded and we need to budget the funding correctly. The accountant will be discussing the final fiscal budget prior to approval. The board unanimously agreed to move ahead with the preparation of the new budget.

Health Care-Discussion & Approval:

Executive Director Sullivan provided updated quotes and comparisons of other providers for both health & dental insurance renewals. The recommendation would be to stay with Blue Cross and Delta Dental as it would be beneficial to the employees as well as the housing. After much discussion Chairman Flynn asked if there were any questions, comments or concerns regarding the health & dental renewal 9/1/15-8/31/16. There being no questions or concerns Chairman Flynn asked for a motion to approve and stay with the current providers and renew the contract. Commissioner Parra made a motion to accept and approve continuation of Blue Cross and Delta

Dental, seconded by Vice Chairman Charette and passed by all.

Discussion-Community Room (Kitchen Use):

Executive Director Sullivan explained that a letter was provided to the Forand Manor Association on May 26th outlining the concerns of the Associations use of the kitchen as well as the notification that they need to purchase insurance in order to use the kitchen, and to ensure that all individuals are covered in case of an emergency. The association is in the process of completing the insurance application with Blaise Insurance.

Executive Session:

The Board voted to convene in Executive Session pursuant to R.I. General Laws 42-46-5 (a) (2) to discuss the following litigation pending in the Sixth Division District Court: Central Falls Housing Authority v. Norma Gano, 6CA-2015-05538; Central Falls Housing Authority v. Robert Brule, 6CA-2015-05537

- Open Call to go into Executive Session**
 - o Motion made by: Vice Chairman Charette**
 - o Second by: Commissioner Parra**
 - o Passed by all present**

- **Time in: 6:12 pm**

The Board voted to come out of Executive Session and that the meeting minutes and recording be closed in sealed in accordance with RI General Law Section 42-46-4:

- **Motion to come out of Executive Session**
 - o **Motion made by: Vice Chairman Charette**
 - o **Second by: Commissioner Parra**
 - o **Passed by all present**
- **Time out: 6:45 pm**

- **Time entered into Regular Session: 6:46 pm**
 - o **Motion made by: Commissioner, Parra**
 - o **Second by: Commissioner Burns**
 - o **Passed by all present**

Chairman Flynn asked if there were any further business to discuss, there being no further business, questions or concerns to come before the board, a motion was made by Commissioner, Parra and seconded by Vice Chairman Charette, to adjourn the meeting at 6:50 pm. The motion was carried by all.